



Ellisville State School

1101 Highway 11 South ♦ Ellisville, Mississippi, 39437
601-477-5625 ♦ 601-477-5710 fax

Vacancy Announcement

Backup Switchboard Operator/Administrative Assistant CONTRACT POSITION/PART TIME

Position Open: March 6, 2023

Position Close: Until Filled

Salary Range: \$13.00 hr
24 hrs. per week

Location: Administration Building I

Schedule: 8:00 am – 4:30 pm Monday, Wednesday, Friday
Schedule subject to change due to needs of the Agency

NOTE: THIS IS A CONTRACT POSITION WITH NO BENEFITS

Position Description: Serve as backup/relief Switchboard Operator. Operate a large console to answer incoming calls at switchboard, route calls to proper extension and write concise messages, route guests to proper department, ensure all visitors comply with mask and temperature check policies, serve as agency's mail clerk as needed, by sorting all incoming mail and place in department's bin and process outgoing mail for daily delivery; filling department request for prepaid postage envelopes and maintain postage reports; send, receive and distribute fax documents and notify person receiving fax; assist Directors Office and Analyst Office within the Administration 1 Building with clerical duties such as organizing documents to be filed, receiving documents for accuracy, other duties as assigned.

Education/Experience: High School Diploma or GED. Preference will be given to applicant with Administrative background.

Employees of Ellisville State School cannot be considered for this position unless they resign from their current state service position.

Interested applicants can submit an application at the Ellisville State School Office of Human Resources or Win Job Center, Laurel or Hattiesburg, MS. For questions about applying please call 601-477-5625.

It is expressly understood that the above description of job duties and expectations are subject to change based on the needs of Ellisville State School.

Upon contingent employment offer, Contract Workers must complete a background check, pre-employment drug test, and submit documentation of COVID-19 vaccination or an accommodation request related to vaccination status.

Ellisville State School is an Equal Opportunity Employer